



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

Home and School Association (HSA) Middle School Room Parent Responsibilities

Room Parents: Virtus trained volunteers approved by the School Principal and selected by the Room Parent Coordinator to assist teachers in the classroom as well as at other events throughout the year. You will earn 8 hours if you help with required events and potentially more for stepping forward for parties and raffle basket.

1. Attend the **Mandatory Room Parent Orientation/HSA Training** in September
2. Communicate with teacher regarding needs of the class.
3. Plan activities and coordinate volunteers for **class lunch**
 - Contact all volunteers as soon as possible after Room Parent Orientation
 - Collect completed Purchasing/Reimbursement forms and original receipts for all items purchased for the party from party volunteers ***(If the volunteer does not wish to be reimbursed, the Purchasing/Reimbursement Form should still be completed with the notation that reimbursement is not required.)***
 - Submit these forms and the original receipts to the HSA Treasurer within 4 weeks of the party. **This is not optional, we require you to have all expenses accounted for by these Purchasing/Reimbursement Forms.**
4. **Teacher Gifts-** Collect \$20 from each parent at the beginning of the year to be used for Christmas and end of the year gift. Money will be used to buy gift cards through TRIP. You Must use list of teachers' favorite places that you received. Any class gift **MUST BE PRESENTED** from the entire class, regardless of whose parents contributed to it.
5. Assist the class with the various activities associated with **HSA Events**.
 1. **Race for Education**
 - If necessary, recruit parents to help in the classrooms when the students "write" their letters for the Race for Education
 - Attend "Race" or recruit another Virtus trained parent to help with activities during the day.
 - If you do recruit someone else you will need to deduct 1 hour
 2. **Teacher Luncheon**
 - Watch classroom during Teacher Christmas Luncheon in December.
 - If you recruit someone else you will need to deduct 1 hour



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

Home and School Association (HSA) Middle School Room Parent Responsibilities

3. Field Day

- Attend Field Day planning meeting.
- Recruit parents to help with activities during Field Day.
- Work with parents to provide, as needed, equipment/supplies for the games
- Insure that activities are planned to entertain the students in the classroom in case outdoor activities are cancelled due to the weather.
- Work with parents to provide paper products, beverages and sides (chips/fruit/dessert) for lunch for that class
- If you recruit another parent and do not attend Field day you will need to deduct 2 hours

6. **Spring Fling Raffle Basket-** If no other parent steps forward to create basket the responsibility will fall back on room parent. If you do create the basket you will get an additional 2 hours.